

Minutes of the Regular Board Meeting

The Board of Trustees

Wharton County Junior College

A Regular Board Meeting of the Board of Trustees of Wharton County Junior College was held on Tuesday, September 17, 2024, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and Remote, 911 Boling Highway, Wharton, TX 77488

Trustees Present: Mr. Paul Pope, Chair; Dr. Priscilla Metcalf, Vice Chair; Dr. Bret Macha, Secretary (zoom); Mrs. Amy Rod; Mr. Jay Roussel; Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Ms. Ann Hundl

Others Present: Ms. Betty McCrohan, President; Dr. Amanda Allen, Executive Vice President; Mrs. Leigh Ann Collins, Vice President of Instruction; Sheryl Rhodes; Mr. Peter Anderson; Mr. Danny Bacot (zoom); Mr. Gary Bonewald; Ms. Zina Carter (zoom); Mrs. Carol Derkowski; Mr. Mike Feyen; Jessica Garcia (zoom); Mr. Bryce Kocian; Mrs. Lea Anna Kostelnik (zoom); Mr. Robby Mathews (zoom); Ms. Gloria Milsap; Mr. Tommy Regan (zoom); Dr. Liz Rexford; Ms. Haydee Ruiz (zoom); Ms. Emily Voulgaris (zoom); Mrs. Cindy Ward; Mr. Gus Wessels; Mr. John Woolsey (zoom)

I. Determination of Quorum and Call to Order

-Mr. Pope called the meeting to order at 6:30 and declared a quorum.

II. Pledge of Allegiance

-Mr. Pope led the pledge of allegiance.

III. Reading of the Minutes

III.A. August 20, 2024 Board of Trustee Special Called Meeting Minutes

BOARD ACTION: On a motion made by Mr. Lynch and seconded by Mr. Sitka, the Board unanimously approved the August 20, 2024 Board of Trustee Special Called Meeting Minutes as presented.

III.B. August 20, 2024 Board of Trustee Regular Meeting Minutes

-The following correction was made to the August 20, 2024 Board of Trustee Regular Meeting Minutes:

BOARD ACTION: -At the request of President McCrohan, Item X.A. Approve the reorganization of the Office of Marketing, Communications, and

Advancement (\$28,124.00 cost savings) was removed from the Consent Agenda prior to the meeting and was not voted on.

BOARD ACTION: On a motion made by Mr. Lynch and seconded by Mr. Sitka, the Board unanimously approved the August 20, 2024 Board of Trustee Regular Meeting Minutes with the correction.

IV. Citizens' Comments (revised by legal counsel on 08-05-2022)

V. Special Items

V.A. Reports from Board Committees

V.A.1. Board Evaluation Committee - Dr. Sue Zanne Williamson Urbis

-Dr. Williamson Urbis provided the timeline that will be implemented for the Board Evaluation surveys. The Board Evaluation packets will be distributed at the October 15, 2024 Board of Trustee meeting and are due to Dr. Allen by Tuesday, November 19, 2024.

-Dr. Williamson Urbis reminded the trustees that Cyber Security training is required and mandated by the state. The link for virtual training will be sent from the President's office as soon as it is available.

-Dr. Williamson Urbis provided the timeline that will be implemented for completion of the President's Annual Evaluation. Evaluation packets will be distributed at the September 17, 2024 and are due to Mrs. Rod by October 4, 2024.

V.A.2. Report on Succession Planning - Paul Pope

-Mr. Pope informed the group that a Board of Trustee retreat with Dr. Martha Ellis has been scheduled for Friday, November 1, 2024 to discuss strategic visioning and begin to prepare a succession plan.

-Mr. Pope informed the group that a pre-meeting has been scheduled on Thursday, September 19, 2024 with Mr. Pope, President McCrohan and Dr. Ellis to develop an agenda for the retreat.

-Dr. Macha and Dr. Metcalf reported on their attendance at the 2024 CCATT Annual Conference held on September 12-14, 2024 in Amarillo, TX.

VI. Presentations, Awards, and/or President's Report

VI.A. Physical Plant Project Update – Mike Feyen

-Mr. Feyen provided a presentation on current projects taking place on all campuses.

VI.B. Enrollment Information - Dr. Amanda Allen

-Dr. Allen provided an update on the status of current student enrollment.

VII. Student Success

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. August 2024 Monthly Financials

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Dr. Sue Zanne Williamson Urbis, the board unanimously approved the August 2024 monthly financials as presented.

VIII.B. Management Reports

VIII.B.1. Financial Aid Report

VIII.B.2. Testing Report

VIII.C. Reports from College Governance Councils

VIII.C.1. August 23, 2024 Faculty Association Meeting Minutes

IX. CONSENT AGENDA

-BOARD ACTION: At the request of Dr. Priscilla Metcalf, Item XII.A. Recommend approval of the attached Resolution setting the ad valorem tax rate for the Wharton County Junior College District at the rate of \$0.1328/\$100 for the 2024 tax year (\$12,467,348.00 - Current Operating Revenue) was pulled from the Consent Agenda for a separate vote.

-BOARD ACTION: After discussion, on motion made by Dr. Metcalf and seconded by Mr. Roussel, Item XII.A. Recommend approval of the attached Resolution setting the ad valorem tax rate for the Wharton County Junior College District at the rate of \$0.1328/\$100 for the 2024 tax year (\$12,467,348.00 - Current Operating Revenue) was approved to accept the Resolution as presented. All Board members in attendance voted to accept the Resolution.

X. Matters Relating to General Administration

XI. Matters Relating to Academic Affairs

XI.A. Renew Three Year Contract for YuJa Media Management (\$34,699.23 - FY25 Budget; Years 2 & 3 will be included in those FY budgets)

XI.B. Information Item

XI.B.1.Chief Executive Officer Reporting under Tex. Educ. Code 51.253(c)

XII. Matters Relating to Administrative Services

XII.A. Recommend approval of the attached Resolution setting the ad valorem tax rate for the Wharton County Junior College District at the rate of \$0.1328/\$100 for the 2024 tax year (\$12,467,348.00 - Current Operating Revenue)

XII.B. Replace the necessary Chemical Exhaust fans in the Science Labs as noted in the quote (\$68,935.00 - Current FY25 Operating Budget)

XII.C. Make the necessary repairs to the Fresh Air make up unit in Mullins Hall as specified in the quote (\$55,145.12 - Current FY25 Operating Budget)

XIII. Matters Relating to the Office of the Executive Vice President

XIII.A.Approve the acquisition of Evisions Argos Software to support reporting functionality related to the Ellucian Banner 9 SaaS migration (\$74,661.00 from the FY2025 IT operating budget (Implementation and training [one-time cost] = \$23,600.00; Annual license = \$51,061.00)

XIV. Matters Relating to Personnel

XIV.A.Board of Trustees

XIV.B.Office of President

XIV.B.1. Kettida Vasiknanon employed as regular, full-time Vice President of Information Technology, VP-10-97, effective September 30, 2024

XIV.C.Office of Academic Affairs

XIV.C.1. Jessica Falcon received an extension as temporary, full-time TRiO SSS Director, CA-4-14, effective September 1, 2024

XIV.C.2. Shayna Guerra received an extension as temporary, full-time TRiO SSS Advisor/Coordinator, GNT 01-12, effective September 1, 2024

XIV.C.3. Michelle Lanoux employed as temporary, full-time Developmental Math Instructor, FAC-1-10, effective August 19, 2024

XIV.C.4. Traci Myers received an extension as temporary, full-time Director of Senior Citizens' Program, GNT-1-11, effective September 1, 2024

XIV.C.5. Baylee Ross employed as regular, full-time Instructor of Associate Degree Nursing, FAC-1-16, effective September 23, 2024

XIV.C.6. Dolly Staude received a change from temporary, full-time Instructor of Cosmetology, FAC-1-6 to regular, full-time Instructor of Cosmetology, FAC-1-6, effective September 1, 2024

XIV.C.7. Anika Gupta received a change in title/assignment from part-time financial aid counselor to regular, full-time financial aid advisor, A-15-1, effective September 30, 2024

XIV.C.8. John Woolsey received a change in title/assignment from regular, full-time continuing education specialist, P-15-0 to regular, full-time continuing education corporate coordinator, AA-1-9, effective September 18, 2024

XIV.C.9. Alexis Brooks received an extension as temporary, full-time Title V HSI career development and transfer coordinator, GNT-7-14, effective September 1, 2024

XIV.C.10. Kristine Kern employed as regular, full-time instructor of emergency medical services, FAC-1-10, effective September 18, 2024

XIV.C.11. 2024 Fall Overloads

XIV.D. Office of Administrative Services

XIV.E. Office of Executive Vice President

XV. END OF CONSENT AGENDA

BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Dr. Williamson Urbis, the consent agenda was unanimously approved with the removal of Item XII.A. Recommend approval of the attached Resolution setting the ad valorem tax rate for the Wharton County Junior College District at the rate of \$0.1328/\$100 for the 2024 tax year (\$12,467,348.00 - Current Operative Revenue) which was voted on separately.

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Michael Adkins, Title V HSI Project Director, September 1-30, 2024 - \$1,500.00

XVI.A.2. Paid Professional Assignment for Michael Adkins, Title V HSI Project Director, October 1, 2024 - August 31, 2025 - \$16,500.00

XVI.A.3. Paid Professional Assignment for Sean Amestoy, Agriculture Coordinator, Fall 2024 and Spring 2025 - \$2,400.00

XVI.A.4. Paid Professional Assignment for Pam Dobbs, Dental Hygiene Clinical Tracking Software, Fall 2024 & Spring 2025 - \$3,600.00

XVI.A.5. Paid Professional Assignment for Jessica Garcia, Additional duties/responsibilities related to Purchasing Director vacancy, September - November 2024 - \$3,000.00

XVI.A.6. Paid Professional Assignment for Jennifer Mahlmann, Assistant Department Head – General Biology Coordinator, Fall 2024 and Spring 2025 - \$2,400.00

XVI.A.7. Paid Professional Assignment for Amanda Smith, Assistant Department Head – Microbiology and Nutrition Coordinator, Fall 2024 and Spring 2025 - \$4,200.00

XVI.A.8. Paid Professional Assignment for Dr. Wendy Waters, Assistant Department Head, A&P Coordinator, Fall 2024 and Spring 2025 - \$4,200.00

XVI.A.9. Paid Professional Assignment for Pisal Var, System Admin Coverage, September – October 2024 - \$2,000.00

XVI.A.10. Paid Professional Assignment for Lauren Green, COW's (Computers on Wheels) Maintenance, Fall 2024 - \$700.00

XVI.A.11. Paid Professional Assignment for Jesi Ramirez , Assistant for College Readiness Math Department, Fall 2024 - \$3,500.00

XVII. Executive Session: According to the Texas Government Code (Chapter 551, Open meetings), the Board may conduct a closed executive session for the following reasons: Consultation with attorney (551.071), deliberation regarding real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices, or a security audit (661.076), deliberation regarding economic development negotiations (551.086).

XVIII. Consideration and possible action on items discussed in closed session

XIX. Discuss Matters Relating to Formal Policy

XX. Adjourn

-The meeting was adjourned at 7:38 p.m.
